

# **APPLICATION PROCEDURE FOR LICENSURE AS A NURSING HOME ADMINISTRATOR**

In reply to your request for licensure information, you have received this packet containing: application for licensure, application for a temporary permit, endorsement form, work experience verification form, candidate handbook for the examination, and a bibliography. The requirements for licensure as defined in the laws and regulations pamphlet should be studied very carefully. The check lists below detail information necessary to submit a complete application.

## **TEMPORARY PERMIT CHECK LIST**

\_\_\_\_\_ Temporary Application      \_\_\_\_\_ Request Letter from Facility      \_\_\_\_\_ Official Transcript  
\_\_\_\_\_ \$50.00 Fee (Non-Refundable)  
            Staple to top left corner of application

## **LICENSURE CHECK LIST**

\_\_\_\_\_ Application for Licensure      \_\_\_\_\_ Photo      \_\_\_\_\_ Job Description  
\_\_\_\_\_ Official Transcript      \_\_\_\_\_ Work Experience Verification Form  
\_\_\_\_\_ \$50.00 Fee (Non-Refundable)      \_\_\_\_\_ Letter \_\_\_\_\_ Letter \_\_\_\_\_ Letter \_\_\_\_\_ Letter  
            Staple to top left corner of application      (2 professional and 2 personal)

## **ENDORSEMENT CHECK LIST**

\_\_\_\_\_ Application for Licensure      \_\_\_\_\_ Endorsement Form      \_\_\_\_\_ Official Transcript  
\_\_\_\_\_ Work Experience Verification Form      \_\_\_\_\_ \$250.00 Fee      \_\_\_\_\_ Photo  
  Staple to top left corner of application  
\_\_\_\_\_ Letter \_\_\_\_\_ Letter \_\_\_\_\_ Letter \_\_\_\_\_ Letter      ( 2 professional and 2 personal)

## **FEES:**

Application Fee	For Board review	<b>\$ 50.00</b>
Licensure by Endorsement	If licensed in another state	<b>\$250.00</b>
Temporary Permit Fee	Six month – not renewable	<b>\$ 50.00</b>
Examination Fee	Details sent after Board approval	<b>\$270.00</b>
Initial Licensure Fee	After applicant has passed exam	<b>\$150.00</b>

## **2006 BOARD MEETING DATES:**

**FEBRUARY 16, 2006**

**MAY 16, 2006**

**AUGUST 15, 2006**

**NOVEMBER 21, 2006**

## **TESTING PROCEDURES:**

Once the board has approved an application, the applicant will receive detailed information regarding Computer Based Testing for the NAB exam. With the computer based testing there are no set test dates; the approved applicant determines the test date.

### **NOTE TO ALL APPLICANTS:**

The Board will **NOT** consider an application until **ALL** requirements for licensure are received and the file is complete. Information regarding your file will be given only to the applicant. Additionally, the Board office does not give information regarding the findings from a board meeting over the phone. Letters regarding the approval or denial of an application will be sent from our office approximately seven to ten business days following the meeting.

The Board makes information available to you regarding study materials for the NAB in your application packet. Please be advised that this information is provided for your convenience and is not necessarily endorsed by the Kentucky Board of Licensure for Nursing Home Administrators.

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